

FileZilla FTP Client Installation and Configuration for Windows

FileZilla Client is an open-source and free software product that enables a computer user to connect to computers that run an FTP site.

These instructions are provided for the benefit of users in agencies who are authorized to conduct business with the County of San Luis Obispo (to be referred to as "the County"). This document assumes that the Third Party Application for Remote Access form has been completed and submitted to the County, and user account and password information has been returned to you.

This document presents the installation of the FileZilla FTP client on a Windows system. The subject system is Windows 7 Professional. You may use other FTP client software if you prefer, but County staff can only assist you with the use of the FileZilla client.

Obtain the Client Software

Retrieve the installation file from http://sourceforge.net/projects/filezilla/files/FileZilla_Client. The latest version displays at the top; it may be a "beta" version, meaning it hasn't been fully tested yet. It's better to get the most recent non-beta version, which, as of this writing, is 3.5.3.



The screenshot shows the SourceForge website interface for the FileZilla project. At the top is the SourceForge logo and a search bar. Below the logo is the FileZilla logo and the text "botg". A navigation bar contains links for Summary, Files, Reviews, Support, Develop, and Code. The main content area displays the text "Looking for the latest version? Download FileZilla_3.5.3_win32-setup.exe (4.5 MB)". Below this is a breadcrumb trail "Home / FileZilla_Client" and a table listing files. The table has columns for Name, Modified, and Size. The first row is a "Parent folder" link. The second row is a folder named "3.5.3" with a modified date of "2012-01-08" and a download icon. The third row is a folder named "3.5.2" with a modified date of "2011-11-08" and a download icon.

| Name | Modified | Size |
|---------------|------------|------|
| Parent folder | | |
| 3.5.3 | 2012-01-08 | |
| 3.5.2 | 2011-11-08 | |

Click on the [3.5.3](#) link under "Parent Folder". This takes you to a list of files for different computing platforms. Click on the file name ending in "win32-setup.exe" and the download will begin.

Save the file to a convenient place on your computer so you can find it easily for installation.

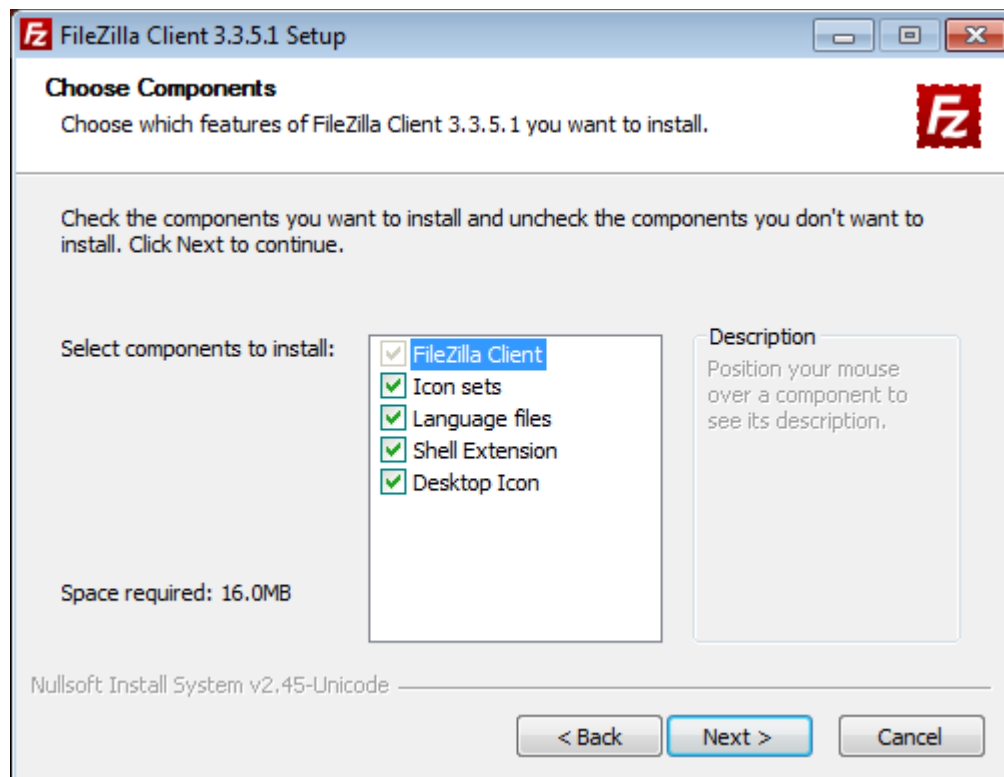
Install the FileZilla Client

Navigate to the location where you saved the FileZilla win32-setup.exe file. Double-click on the file to start the installation.

The first page in the installation dialog box shows the GNU General Public License. Click on the "I Agree" button (if you do agree) to continue.

The next page is called "Choose Installation Options". You can install FileZilla for all users of your computer or only for yourself. Note that "Installation for all users requires Administrator privileges." You don't have to be logged in as the Administrator user to install it for yourself only. Click Next to continue.

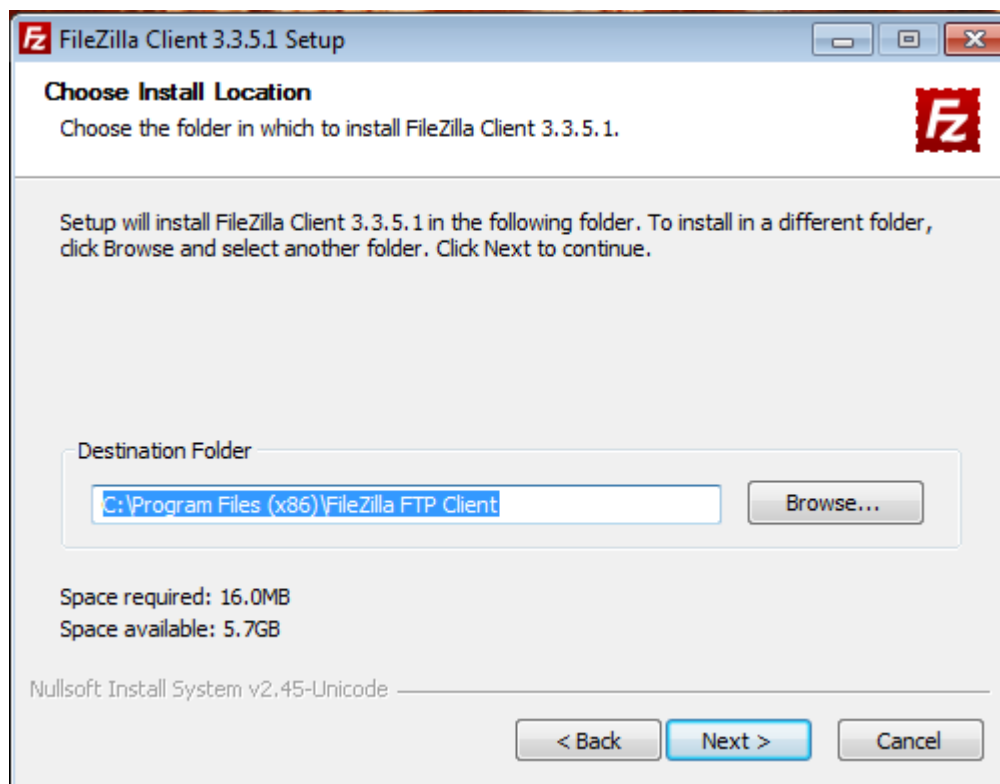
Now you "Choose Components". The product uses very little disk space even with all items selected. You may not want a Desktop Icon; leave it unchecked if you don't.



Click Next to continue.

Under Choose Install Location, use the default value. Note that on a 64-bit Windows system the software will install under C:\Program Files (x86)\..., which is default the system folder for

32-bit applications.



Click Next to continue.

The "Choose Start Menu Folder" (not pictured) lets you decide if you want a separate FileZilla Client folder in your Start menu, or to include it in an existing folder. A separate folder is most useful, and the default name is a good one. Make no changes; now click the **Install** button.

FileZilla installs in less than a minute on a fast system. Deselect the box to start FileZilla if you don't want to run it right now. Click Finish to end the installation.

Run the FileZilla Client

Use either the desktop icon (if you chose to have one during the installation) or the programs menu (look for the "FileZilla FTP Client" folder) to start FileZilla.

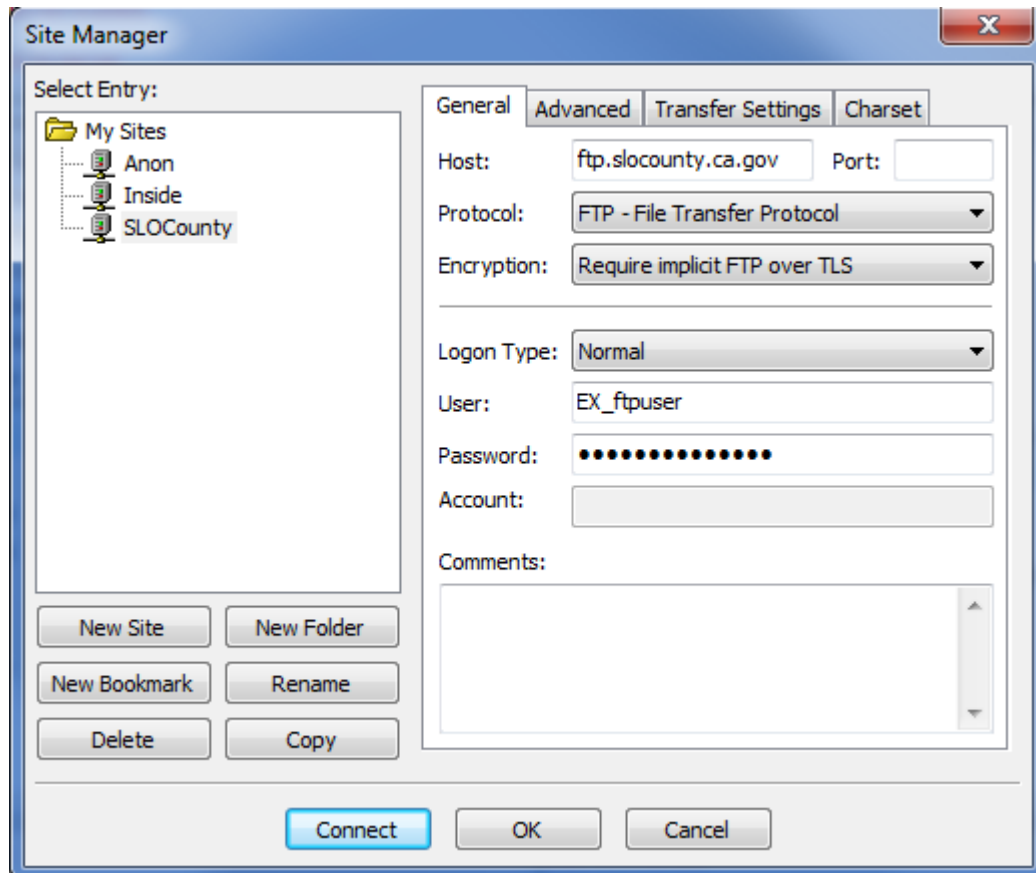
Set Up a Connection to the County

When the FileZilla window is open, click on the leftmost icon, under the File menu button. This opens the Site Manager. (It can also be opened by clicking the File drop-down menu, then click "Site Manager...".)

Click on the **New Site** button. Where the editable field named "New site", highlighted in blue, appears, type in the name of the connection destination, something like [SLOCounty](#).

With [SLOCounty](#) highlighted (see the next picture), use the **General** tab on the right to configure the kind of connection to make:

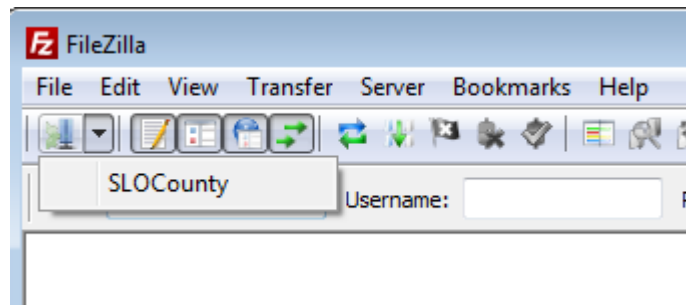
- In the "Host:" box, type in: <ftp.slocounty.ca.gov>
- Use the drop-down box next to "Protocol:" to select [FTP – File Transfer Protocol](#)



- Use the drop-down box next to "Encryption:" to select [Require implicit FTP over TLS](#)
- Use the drop-down box next to "Logon Type:" to select [Normal](#)
- In the "User:" box, type in the user name that was given to you by the County. If you are not a County employee, it begins with the characters [EX_](#)
- In the "Password:" box, type in the password given to you by the County.
- Leave the "Account:" box blank. You may add comments if you so desire.
- Do not change the settings in the other tabs.
- Now click **OK** to save the connection information, *or* click **Connect** to save it and connect immediately to the County FTP site.

From now on, when using FileZilla to connect to the County, simply click on the down arrow to

the right of the Site Manager icon. A list of sites will display in a menu; click on **SLOCounty** and the connection and login will happen.



Security Certificate

With your first login, an "Unknown certificate" window will appear. The issuer is Network Solutions Certificate Authority for the common name ftp.slocounty.ca.gov. It is valid until [02/11/2015](#).

This certifies that you have reached the County of San Luis Obispo FTP site. If you do not want to see this certificate in future login session, click on the checkbox "Always trust certificate in future sessions." at the bottom of the box before clicking on **OK**.

Performing a File Transfer

The default FileZilla window configuration shows a message log window, the local directory tree, remote directory tree and the transfer queue. The message log shows connection and transfer activity. The transfer queue shows files queued for transfer, failed transfers and successful transfers.

Use the "Local site:" area to navigate to the folder on your computer where files are stored for transfer or where you will put retrieved files.

On the "Remote site:" side, once logged in, you will see the contents of your home folder on the County FTP server. If you are putting a file on the County server, use the "in" folder or a folder under it, as directed by County staff. Files to retrieve are located under either the "out" or "anonymous" folder. Change to another directory by double-clicking on the directory name or folder icon.

Transferring a file in either direction requires only a drag-and-drop using your mouse. You will see the outcome of the transfer in both the log message area above the file listings and in the transfer queue under either the "Successful" or "Failed" transfers tabs.

A folder cannot be transferred to the County site. Either select files inside the folder and drag them across to the County "in" folder, or zip the folder into a single file and transfer the .zip file.

If There Are Errors

If you are unable to connect to ftp.slocounty.ca.gov, check with your local network

administrator to find out if outbound FTP is allowed from your site.

If your login fails and you are sure the information you were given has been entered correctly, or if a file transfer you believe should work fails (this will usually be due to incorrect access permissions), please contact the County department that sponsors your FTP access and work with them to solve the problem.